



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	Messenger
3	<b>Posting Number</b>	PN#: 110438
4	<b>Department</b>	Legal
5	<b>Division</b>	Staff Administration
6	<b>Section</b>	N/A
7	<b>Reporting Location</b>	900 Bagby, 3 <sup>rd</sup> Floor
8	<b>Workdays &amp; Hours</b>	M-F, 8:30 A.M – 5:30 P.M*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Performs internal and external delivery services. Sorts delivery items and loads vehicle: delivers items. Picks up various supplies, materials, correspondence, etc. from agencies and/or external vendors throughout the city. Inspects and maintains vehicle and advises supervisors of major maintenance needs. Assist in sorting legal materials. Performs other duties as assigned. The job description is not to be construed as all-inclusive. Instead, the job duties listed are intended to describe the general nature, type and level of work to be performed.	
10	<b><u>WORKING CONDITIONS</u></b> The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and very long periods of walking on rough surfaces on a routine basis. Must be able to move throughout all locations. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. Must be able to communicate effectively both orally and in writing.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Ability to read, writes, add, subtract, and follow oral and/or basic written instructions. No special knowledge of any kind subject area of technical field is required.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> - No experience required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2)	
14	<b><u>PREFERENCES</u></b> <b>Familiarity with state and federal courts</b> (i.e. filing, pleadings, pick up certified copies). Must have an understanding of the importance of meeting filing deadlines. Possesses a tenacious ability to ensure deliveries are made and accepted by other parties, attorneys, etc.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None
16	<b><u>SAFETY IMPACT POSITION</u></b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range – Pay Grade 6 \$749 - \$788 Biweekly     \$19,474 - \$20,488 Annually</div>	
18	<b><u>OPENING DATE</u></b>	May 10, 2006
19	<b><u>CLOSING DATE</u></b>	May 16, 2006
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Level. Our TDD (Telephone Device for the Deaf) phone number is 713-837-9471. For application status inquiries, please call 713-247-1471. All new hire and rehires must pass pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	